

Kn OWLedge Center

CILC Programs for Alaska Libraries

Showing CILC programs requires a two-part procedure.

PART ONE: Selecting and scheduling a program from a CILC content provider.

PART TWO: Submit a Video Conference Request with UA-Videoservices from the Alaska OWL Project home page to deliver the program to you via OWL.

PART ONE: Selecting and scheduling www.CILC.org programs

1. Type **CILC.org** in your browser address bar. Press **Enter**.
2. Create a **username** and **password** by going to **JOIN NOW!**
3. A new page opens. Click on the **Join Now** button at the bottom to create a Member Profile.
4. The **username** = name of your community plus OWL. For example, the username for Tok would be TokOWL.
Select an EASY to remember **password**. Fill in the rest of the required information. Before you forget, write your CILC Username and Password where it can be easily found again.
5. For now, select **ALL ITEMS** under Communication Preferences. Later you can edit changes. Click **Submit Membership**.
6. Now you can search for programs of interest to your community. Go to **Content Provider Programs**.
7. Example: Search using **Keyword** = Alaska, and **Content Provider** = All content Providers. Click **Search**.
8. **Eat or be Eaten in Alaska** got good ratings. Look at that one by **clicking** on the title in red. Note the rating system.
9. The OWL Project has deposited funds in a Content Dollar Bank to pay for CILC programs. There is no direct cost to your library, so the cost of a program is not an issue. Click on **Request this Program Now** at the top or the bottom of the flyer.
10. IMPORTANT TIPS for the REQUEST A CONNECTION form. Shane Southwick has the authorizing PIN for OWL programming. When you finalize the request, it is forwarded Shane. Enter the desired **date** and **time**. Click the Program Cost button (OWL will get the bill). **The Requesting Organization is ALWAYS Alaska State Library to bill this to the Content Dollar Bank!**
11. YOU, however, are receiving the program information, so enter **YOUR name and email** on the form. Enter the **grade level or audience type** and number of **participants**. Enter any additional information if necessary. Leave the PO number blank. Click **Next Step**.
12. A new page opens. Chose **Use the existing billing information**. OWL will pay for the program. Click **Next**.
13. A new page opens. Review the program request for accuracy. Click **Forward for PIN Authorization**.
14. A new page opens confirming that the request has been automatically forwarded to the Scheduler for PIN Entry. Shane is the Scheduler who will supply the OWL PIN.

Usually within 48 hours CILC will send you an email acknowledging your request has been submitted. It begins: "Thank you for your program request. The date and time you selected must first be reviewed by the content provider. Once the provider has reviewed the information, you will be notified of the status of your request." You may not hear from the

Content Provider right away. You may hear in 24 hours or it may take a couple weeks, so plan ahead. The Content Provider will respond directly to the email address that you put on the request form. It will either accept your date & time, or if that is unavailable, offer alternatives for you to consider. You will correspond with the Content Provider of the program until you find a time that works for both of you. Once that is confirmed you go to Part Two.

PART TWO: Submit a Video Conference Request with UA-Video services from the Alaska OWL Project home page to deliver the program to you via OWL.

1. In your browser address bar type www.library.state.ak.us/dev/owl.html
2. Click the link **Video Conference Request**. A new page opens. Click on the **Join Now** button at the bottom to create a Member Profile.
3. A page opens in a new tab. Enter your **Event Name, Event Date, Event Start Time, Event End Time, Event Contact person, phone and email, Event moderator name, phone, email, and location** (program content provider information).
4. Check the **Desired libraries for meeting** boxes. Enter a **List of non-library locations that will be participating. Please provide the expected number of participants for each location selected above.** Choose yes or no for **are other libraries allowed to join this conference.** Type in any **Additional Information**. Click **Submit**. Now you can search for programs of interest to your community. Go to **Content Provider Programs**.

For tips about other Alaskan Essential services go to: <http://library.alaska.gov/dev/knowledge.html>